

Report for Week Ending 22 October 1958
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 52 actions requiring the printing of 713,500 copies or sets of blank forms. This represents an increase in the number of actions and copies compared to the FY 59 weekly average of 23 actions and 360,482 copies.
- (2) Twenty-nine new and eight revised forms were approved.
- (3) Two forms were made obsolete.

b. Intangible

- (1) During the week twenty-five "bootleg" forms from the Office of Communications, Training Branch were brought under the Agency Forms Management System. These forms are to be used by students at [REDACTED] in connection with memory training. 25X1A6a

2. Assignments - Active

25X1A9a

- 25X1C4a (1) [REDACTED] Project. Messrs [REDACTED]
25X1A9a Miss [REDACTED] (RID/D&P/DDP) and I met to consider changing the shipping categories for Forms 1236, Non-accountable Material Manifest, 255a, [REDACTED] Mr. [REDACTED] 25X1A9a
25X1C4a will specifically reconsider changing these categories from II to I. He and I will also study a number of other forms now Class II and will try to lower them to I. Any such changes will result in substantial reductions in shipping costs. I also agreed to furnish RID/D&P/DDP, Commo/Registry, OL/SD/DSCS, OL/SD/Cataloging and Finance Division/Comptroller with day-to-day notifications whenever a shipping category is established for a new form or changed on an old form. This will insure that shipping data is kept strictly up-to-date between publication of indexes. Errors, improper shipments, and telephone calls will be sharply reduced or perhaps eliminated.

- (2) Other Projects - Continue substantially unchanged.
- (3) Eight new and 21 revised forms are pending.

3. News

25X1A9a

- a. Mr. [REDACTED] and I attended C. Northcott Parkinson's evening lecture on Parkinson Law and related subjects. The lecture was sponsored by the American Society for Public Administration and the Brookings Institution. I have Mr. Parkinson's book on loan from the Library. Anyone interested in reading it should see me next week.

25X1A9a